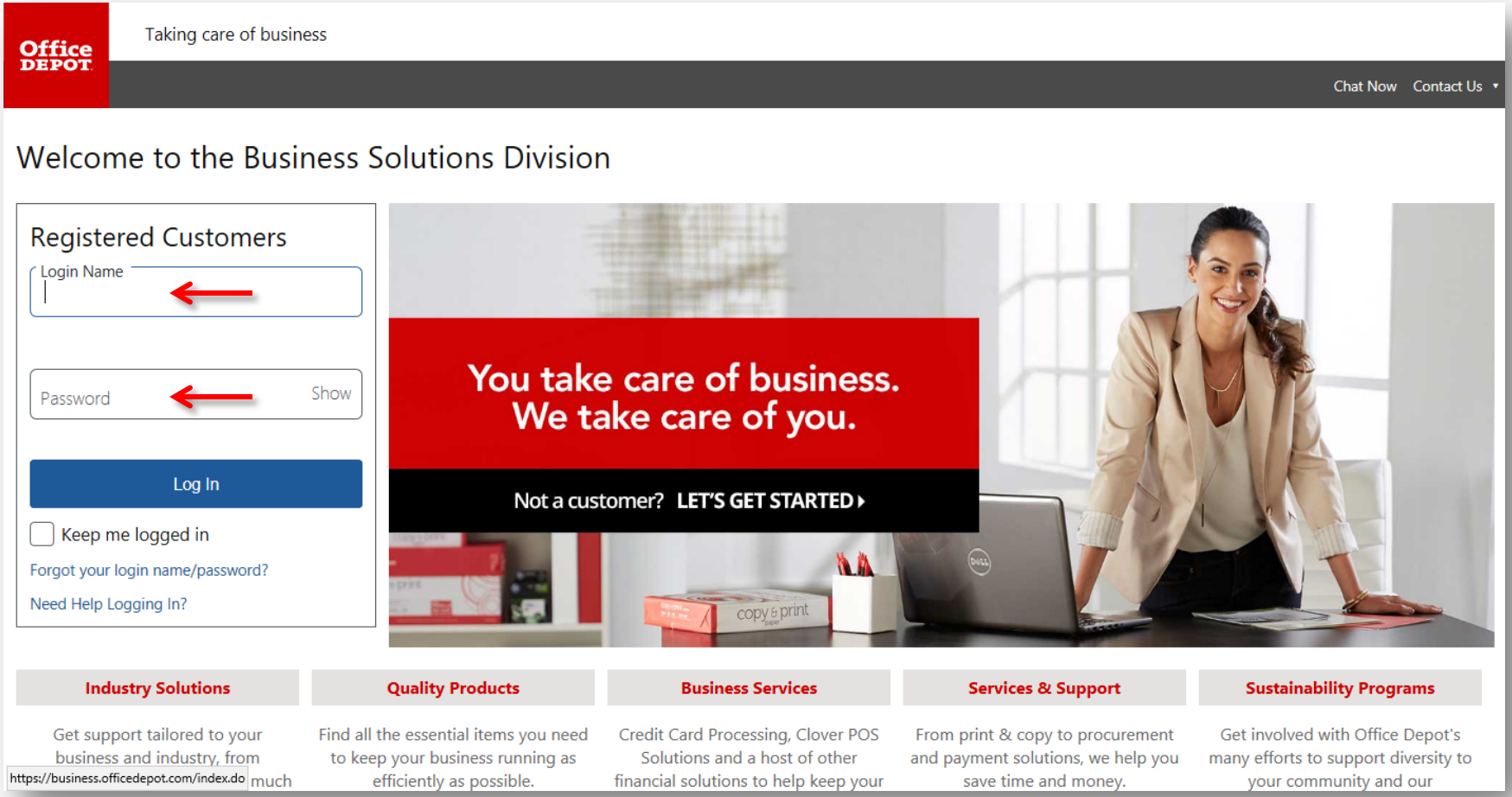
Office DEPOT
OfficeMax
Taking care of business

YOUR BRAND IDENTITY SITE

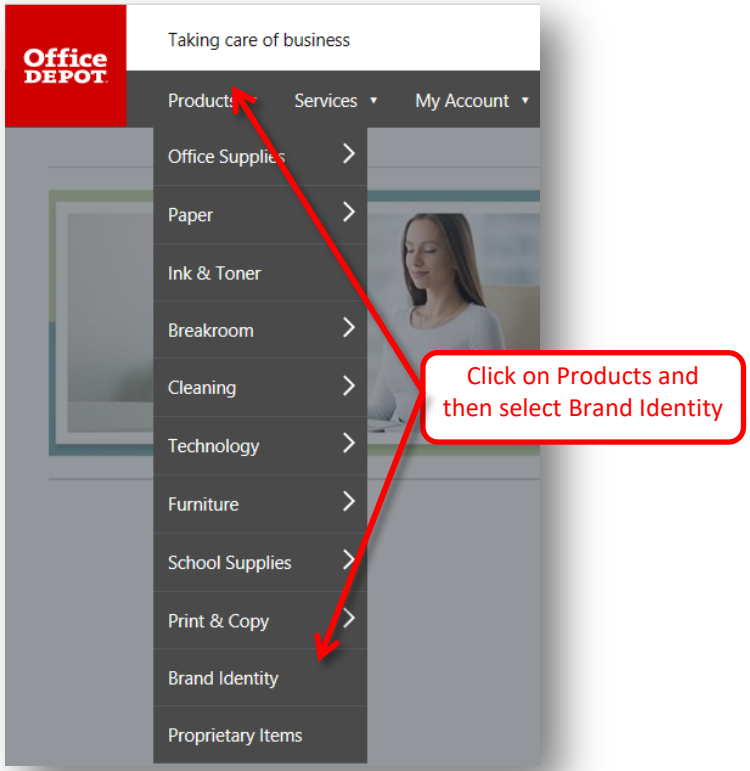
Office Depot	Higher Education	K-12 Education
Office DEPOT OfficeMax Taking care of business	University of Larona	LOCKTON ELEMENTARY

Step 1: *Login to your BSD site using your username and password*

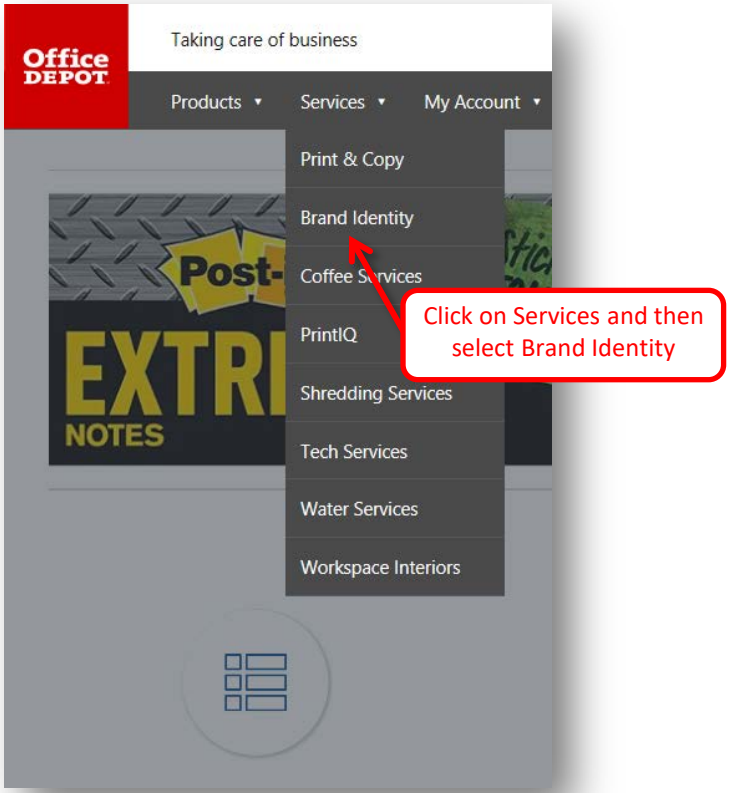


Step 2: *Access your Brand Identity Site:*

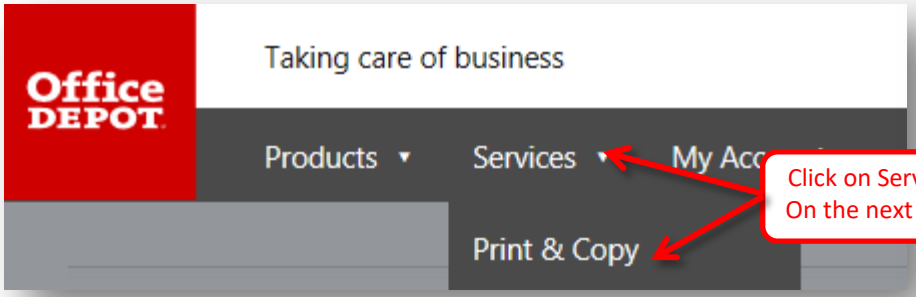
Option 1:



Option 2:



Option 3:



Click on Services and then Print & Copy.
On the next page click on Brand Identity

Step 3: *Select on Product Category (if applicable)*

Use your logo for your Brand Identity site

Office DEPOT
OfficeMax
Taking care of business

Customer Logo Here

View Cart | About | Contact Us | FAQ

Office Depot Vertical Market Demo Site Catalog / Higher Education

Search Catalog... Go >

Search Feature

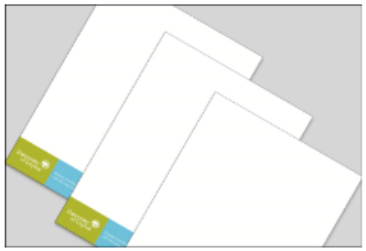
Higher Education

Personalize the look by using company colors for background

Business Cards

Envelopes

Letterheads



Use images to customize the tiles

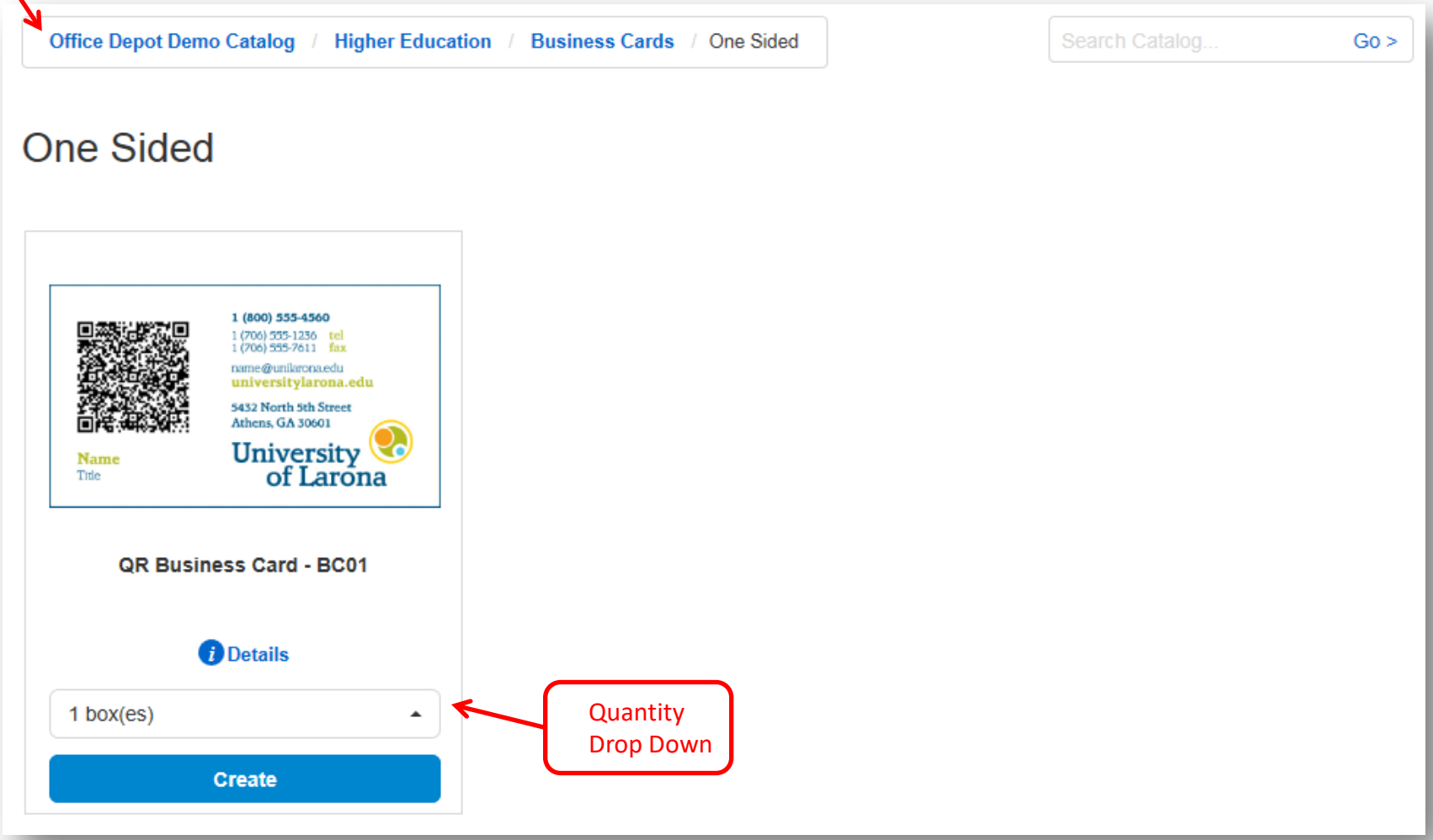
Brochures

Folders

Labels

Step 4: *Choose Your Quantity and Click "Create"*

Breadcrumbs for easy navigation



Quantity Drop Down

Step 5: *Add your customization*

Zoom Level:
Increase or Decrease Preview Image

Quantity:
Choose quantity in drop down

QR Business Card - BC01

Quantity: 1 box(es)

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Cancel | Order More | Add To Cart

Customization:
As you add to the text fields, the product will auto populate for instant product preview

Add Your Customization

First Name: Firstname
Last Name: Lastname
Title: Title
Address: Address
City: City
State: ST
Zip: 00000
Toll Free: 1 (000) 000 - 0000
Telephone: 1 (000) 000 - 0000
Fax: 1 (000) 000 - 0000
Email: userid @unilarona.edu

Special Characters

- Shrink

Product Preview:

Zoom Level: 175%

View Full Size Image

View Full Size Image:
To view a PDF Image

Email Preview

Email Preview:
Allows you to email a preview to others

Approving Your Proof

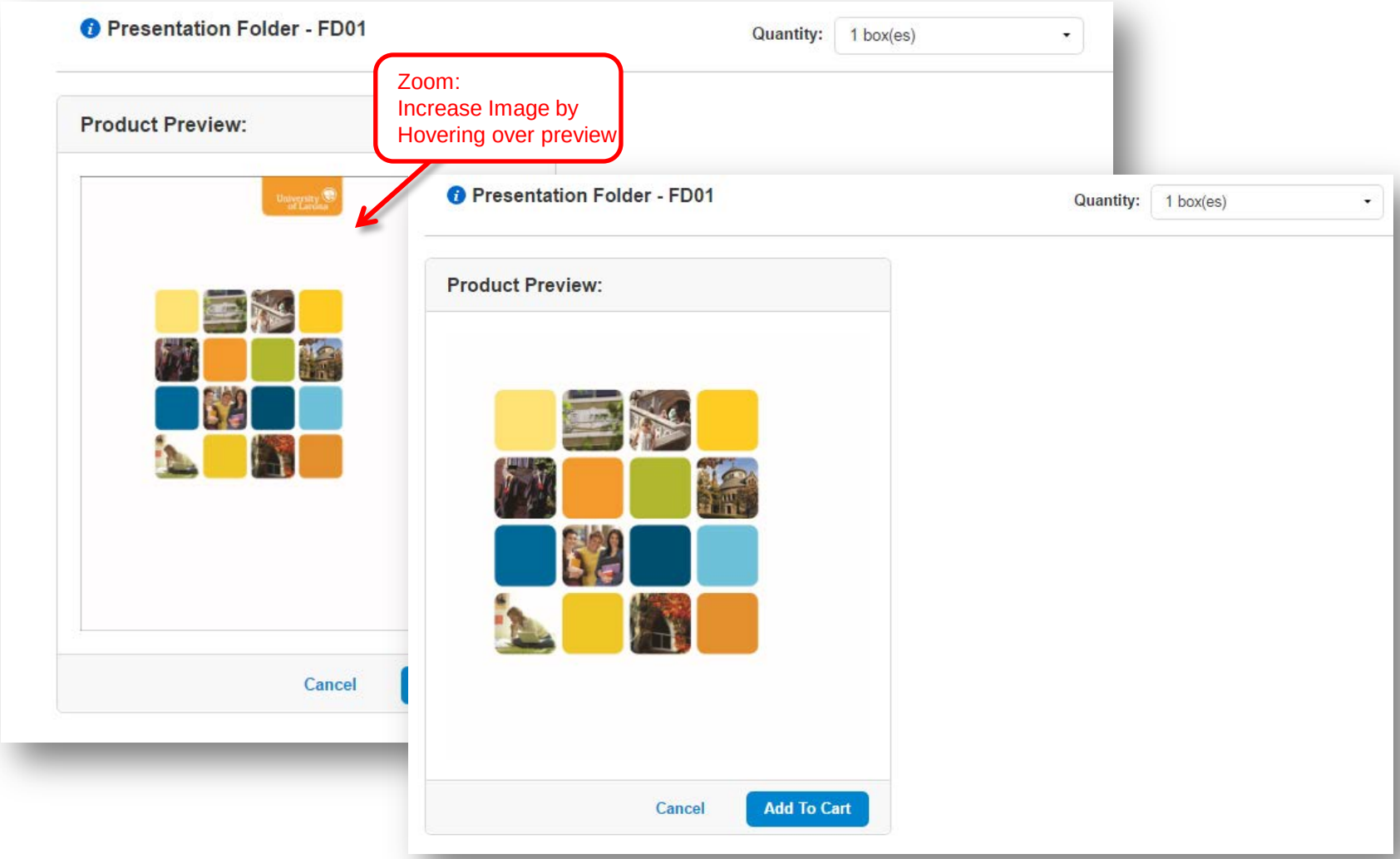
Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout.

Cancel | Order More | Add To Cart

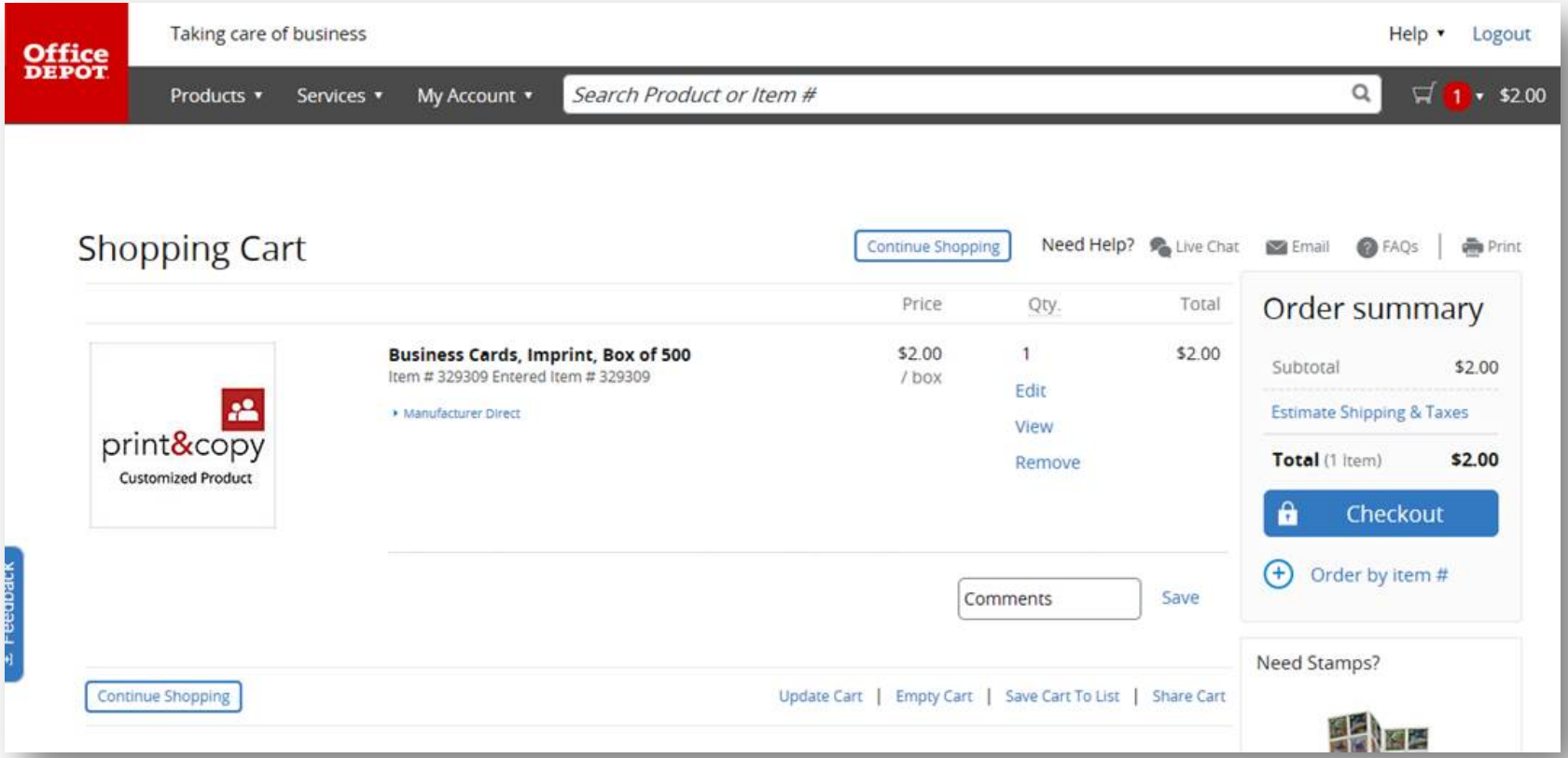
Special Characters:
Allows you to add special characters to text
-Click in text field
-Click on Special Character box to choose from icons

Add to Cart:
Adds item to cart to proceed to checkout or continue shopping
Order More:
Click to continue shopping for print products

Step 6: *Non-Customized Items*



Step 7: *When finished ordering, select “Checkout” to enter billing and shipping data*



Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.